



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.7.11	Subject: <b>DOC COMMITMENTS</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 7: Releases/Placement	Revision Date: Sept. 15, 2002
Signature: /s/ Bill Slaughter	Effective Date: Oct. 29, 1999

### I. POLICY:

It is the policy of the Department of Corrections to establish procedures for placement of adult offenders committed to the care, custody and supervision of the Department.

### II. IMPLEMENTATION:

This policy was implemented on the effective date and revised with minor content change on September 15, 2002.

### III. AUTHORITY:

2-15-112, Duties and Powers of Department Heads

41-5-206, MCA. Filing in District Court Prior to Formal Proceedings in Youth Court

46-18-201, MCA. Sentences That May be Imposed

53-1-203, MCA. Powers and Duties of Department of Corrections

53-30-101, MCA Definitions

### IV. DEFINITIONS:

**Criminally convicted youth** means a youth that has been convicted in a district court pursuant to 41-5-206, MCA.

**DOC Commitment** means a commitment by the district court of an adult offender, or a criminally convicted youth, or extended jurisdiction youth, for placement in a state correctional facility or program operated by the Department or under the authority of the Department.

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## **V. PROCEDURES:**

- A. Each adult offender or criminally convicted youth sentenced by a District Court judge to the Department of Corrections must be placed in the county jail until the offender has been assessed and classified by the Probation and Parole Bureau for appropriate placement within the corrections system. If the offender has been assessed and classified prior to sentencing, the offender may be placed immediately in the appropriate facility/program.

Probation and Parole (P & P) is responsible for determining the appropriate placement of all offenders pursuant to P & P Standard Operating Procedure 150-8. The Regional Administrator or P & P II Officer must approve each placement.

- B. If an offender is not considered appropriate for community placement, the offender must be placed in the designated Department of Correction's Sanction/DOC Commitment Reception Center (DOCSRC). P&P staff will re-evaluate the offender at the DOCSRC to determine if after an established length of stay at the center, the offender will be appropriate for community placement or must be transferred to a state prison, as defined in 53-30-101, MCA.
- C. The Community Corrections Division Probation and Parole Bureau shall develop policy and procedures to implement placement of DOC commitments. The procedures shall include, but not be limited to the following:
- Screening and classification to determine appropriate placement.
  - Placement options:
    - i. A length of stay at the DOCSRC
    - ii. Intensive Supervision Program (ISP)
    - iii. Prerelease Center
    - iv. Treasure State Correctional Training Center
    - v. A state prison
- D. Department's Financial Responsibility for offenders held in county facilities prior to reception at a department facility.

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1. The Department shall assume financial responsibility for the care and custody of adult offenders and criminally convicted youth when:
  - i. The offender has been adjudicated and sentenced.
  - ii. The county jail holding the offender has placed a call to the appropriate department facility and informed the facility a sentenced offender is ready for transportation.
  - iii. The department is unable to place the offender due to overcrowding or lack of placement space.
  
2. For those offenders committed to the Department and held in a county jail, the Department shall bear the costs of the jail placement until the classification and placement process is completed or until the offender is designated appropriate for placement in a state prison.
  
3. Probation and Parole Bureau personnel are responsible for entering all offenders committed to the department into the ACIS/PRO-Files electronic information system

## **VI. CLOSING:**

Questions concerning this policy should be directed to the Probation and Parole Bureau Chief or Community Corrections Division Administrator.